

Berkeley Public Library
Board of Library Trustees

Regular Meeting
February 14, 2001

Minutes
7:00 p.m.

South Branch
1901 Russell Street

I. Call to Order

The regular meeting of January 10, 2001 was called to order at 7:00 p.m.

Present: Trustees Anderson, Cross, James

Absent: Garcia, Shirek

Also Present: Acting Director of Library Services MaryLou Mull, Acting Deputy Director of Library Services Linda Perkins, Building Project Manager Elena Engel, Technical Services Manager Trarie Kottkamp, Departmental Administrative Officer Bob Derbin, Administrative Secretary Yvette Gan.

II. Public Comments

Ms. Rosemary Vimont indicated that a few of the speakers who had public comments were not yet present. Trustee James, with the consent of the other Trustees, decided that public comments would be heard after the Staff Report.

III. Staff Report - Technical Services

Technical Services Manager Trarie Kottkamp described the three units that together comprise Technical Services (TS): Order, Cataloging, Processing. The department's budget calls for 12 full-time FTE, filled by about 20 full- and part-time staff.

The TS staff are currently engaged in two major projects: ordering and cataloging new materials for the Opening Day collection, and barcoding/rejacketing older materials.

The Cataloging unit does more original cataloging than most libraries of similar size. The Library's cataloging database is accessed by other libraries, and portions are downloaded to the national database (OCLC) for which service the Library receives a discount.

The Processing unit prepares about 30,000 new items per year. Another 4,000 items are mended each year, with 3,000 items being outsourced to binderies.

The Order unit has embarked on an electronic ordering project. Ms. Kottkamp explained the process and described the technical difficulties of dealing with vendors who have different software and then trying to match that software to the Library's own software. Once those difficulties have been resolved, the staff will implement electronic invoicing.

The Board thanked Ms. Kottkamp for her report.

II. Public Comments (cont'd)

The following members of the public spoke about the Tool Lending Library: Mr. George Daniel, Mr. Tim Twomey, Ms. Lori Twomey, Mr. Tim Arai, Mr. Khalil Bendib, Mr. Ron Kunosawa.

IV. Approval of Agenda

R01-08 Moved by Trustee Cross, seconded by Trustee Anderson, to approve the agenda as proposed by Trustee James. Motion carried unanimously.

V. Consent Calendar

- R01-09 Moved by Trustee Anderson, seconded by Trustee Cross, to approve the Consent Calendar.**
Motion approved unanimously.

Trustee Cross asked that the names of speakers who had public comments be included in the minutes.

- R01-10 Minutes of Regular Meeting – January 10, 2001**

- R01-11 Minutes of Special Meeting - January 19, 2001**

- R01-12 Request to Extend for One Year the Contract for Library Janitorial Maintenance with Universal Building Services**

VI. Reports for Action/Discussion

1. Report to City Council

Building Project Manager Elena Engel informed the Board that the report would take place on March 20th instead of February 27th. Trustee James provided the other Trustees with a quick history of the current negotiations with Arntz. Staff expect it will take at least another week, particularly with the complications presented by the mechanical contractor.

There was general consensus by the Trustees regarding the direction in which the negotiations are being taken, and it was agreed that this would be part of the report to the City Council.

2. Building Projects Update

Ms. Engel provided a status report on the construction project. Half of the roof deck for the Kittredge wing has been poured, and metal studs are going up through the building. Sheet-rock will not be installed until after the rain stops. The first floor of the Bancroft wing has been painted.

The purchase order for furniture from Berkeley Mills has been issued. Ms. Engel is also working on furniture orders for the rest of the building. She spoke of the difficulty of providing vendors with delivery dates as there is no way to determine exactly when construction will be completed. If the furniture is ready before the building is completed, then there will be storage costs involved.

3. Branch ADA Renovation and Branch Building Projects, and Project Impact

The next meeting of the California State Library Construction and Renovation Board will be held in Sacramento on 2/26/01; Ms. Engel will attend. This Board is charged with adopting rules, regulations and policies for the implementation of the Library Bond Act of 2000.

Acting Library Director MaryLou Mull will be meeting with Arrietta Chakos, Assistant to the City Manager, about Project Impact. She hopes to determine what effect this Project will have on the workload of the Tool Lending Library staff and resources.

4. New Charge - Lost/Broken Books-On-CD

Ms. Mull noted that the proposed \$8 fee to replace a lost or broken disc is a direct replacement fee charged by the vendor.

- R01-13 Moved by Trustee James, seconded by Trustee Cross, to approve the new charge of \$8.00 per disc for each lost or broken disc from a Book-on-CD.** Motion approved unanimously.

5. Report of Budget Sub-Committee

Departmental Administrative Officer Bob Derbin was present to answer questions about the next two-year budget cycle (FY 2002 and 2003) from the Trustees. He and Ms. Mull will meet with the City Manager on March 9th to review the Library's budget. The City Council usually approves the budgets for the various City departments by the end of June, and also sets the tax rate for the Library.

Trustee James requested that the budget memo to the City Manager include the reminder that costs have increased due to several policies mandated by City Council, such as the "Living Wage" policy. Other contributing factors include the larger size of the renovated Central Library, requirements of new technology, and an increase of about 10% in the cost of new books and materials.

The Trustees reviewed the budget and discussed the addition of another 4.5 FTE staff.

R01-14 Moved by Trustee Anderson, seconded by Trustee Cross, to ask City Council to approve FY 2002 and 2003 budget for submission to the City Manager, and to ask the City Council to increase library tax for next two years by 5.5% and 6% respectively. Motion approved unanimously.

6. Election of Chair and Vice-Chair

R01-15 Moved by Trustee Cross, seconded by Trustee Anderson, to elect Trustee James as Chair, and Trustee Garcia as Vice-Chair, for one year. Motion approved unanimously.

VII. Reports for Information

1. Staff Newsletter, January 2001
2. BPL Calendar of Events, February 2001
3. BPL Program Announcement: The Linnard Puppet Company
4. Newspaper articles:
 - *Federal Filter Legislation In, Rides on Appropriations Bill (Library Hotline, 1/8/01)*
 - *SF's Late Books May Become Detective Tales (SF Chronicle 01/18/01)*
 - *Raffle Winners Support Library, Win Prizes (Berkeley Voice, 01/19/01)*
 - *Court Examines Internet Pornography In Libraries (Berkeley Daily Planet, 01/24/01)*

A discussion followed on Assembly Bill 151, which requires schools and libraries to begin using Internet filtering software next year to protect children from pornography or risk losing federal funding.

R01-16 Moved by Trustee James, seconded by Trustee Anderson, to ask the Director to write a letter to Berkeley's legislative representatives to express the Library's opposition to the Internet filtering Bill (AB 151) and explain our position. Motion approved unanimously.

- *Bigger Branch Libraries for San Jose, Mayor Says (SF Chronicle, 1/25/01)*
5. Confirmation of Reappointment of Trustee Jorge Garcia for a second four-year term (Council Summary, January 23, 2001, Page 5)
 6. Correspondence to City Council from Friends of the Tool Lending Library (received 1/29/01)
 7. Quarterly Financial Statements Ending December 31, 2000 (FY 2000/2001)

VIII. Addenda To Agenda

Ms. Mull reported that a new set of procedures has been added to the draft public art display policy, and at Trustee James's request, has been forwarded to the City Attorney's Office for review.

She noted that the paraprofessional classification study is close to completion. It is currently being reviewed by a team which includes union representatives. The next step is to forward it to the City's Personnel Board for approval and implementation. It could possibly be incorporated by the beginning of next fiscal year.

Acting Deputy Director Linda Perkins informed the Board that the children's librarians have met, and will continue meeting, with the Berkeley Unified School District librarians to work on issues of common concern; i.e. class visits, legislative issues, etc.

Trustee James commended the staff for their work on the brochure for recruitment of the Library Director.

IX. Agenda Building

Next Meeting: March 14, 2001, at South Branch, 1901 Russell Street

Agenda Items: Report to City Council, Display Policy for Art Curated by Berkeley Art Center, Building Projects Update, Branch ADA Renovation and Branch Building Projects.

Trustee James felt that for the first year after the new Central Library re-opens, display cases should contain only items about library-related programs.

The Board went into closed session at 9:30 p.m. and returned to open session at 10:30 p.m. Trustee James reported that the Board had taken no action.

X. Adjourn

R01-17 Moved by Trustee Cross, seconded by Trustee Anderson to adjourn the meeting at 10:30 p.m.
Motion carried unanimously.